



Initial Card Application for ECS Manager

This application form is for applicants who have never held a Managers Card before. Applicants must have either held an SJIB (ECS) Gold Grade Card in the past (e.g. Technician, Approved, Electrician); or hold a minimum Level 4 Management qualification e.g. Napier Graduate Certificate in Management Practice, a BTEC or a Degree in Business Management.

Personal Details – Mandatory

National Insurance Number	<input type="text"/>	Reference or Registration Number (SJIB use only)	<input type="text"/>
Title	<input type="text"/>	Enclose a passport sized photograph with your application	
Applicants Name	<input type="text"/>		
Applicants Address	<input type="text"/>		
Post Code	<input type="text"/>	Date of Birth	<input type="text"/>
		Unite the Union Membership No:	<input type="text"/>
Email	<input type="text"/>		
Tel Number	<input type="text"/>	Mobile	<input type="text"/>

Employers Name & Address	<input type="text"/>
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Tick box to confirm you are working within the Electrotechnical Sector and are responsible for the management, development and progress of work and individuals.

GDPR Privacy Notice – Please tick if you give permission to disclose information Yes No
To access the SJIB Privacy Statement, please visit http://www.sjib.org.uk/news/SJIB_Privacy_Statement

Health, Safety and Environmental Assessment – Mandatory

Applicants requesting an ECS Managers card for the first time must have completed one of the following courses:

- Construction Skills (CITB) Site Supervisory Safety Training (SSSTS); or
- IOSH Managing Safely in Construction; or
- CITB Site Management Safety Training Scheme (SMSTS) ; or
- CCNSG Safety Passport – Supervisory / Leading a Team Safety course

Please enter the date you completed the above course.

Failure to provide a date and a copy of the valid certificate will prevent you progressing with your application. If your certificate is out with the allocated period you will have to make arrangements to complete one of the courses before you can apply for your card.

Office Use Only										
SQA[SELECT]	C&G	EAL	LCL	CompEx	ECITB	SBS	BPEC	H&S	Fee	APL
Items missing :										

Previous Experience Requirement - Mandatory

You must have completed the following to be eligible for an ECS Managers card:

- have held an SJIB (ECS) Gold Grade Card in the past (e.g. Technician, Approved, Electrician); or
- hold a minimum Level 4 Management qualification e.g. Napier Graduate Certificate in Management Practice, a BTEC or a Degree in Business Management.

Please attach copies of your old SJIB (ECS) Gold Card and certificates.
Failure to provide these will prevent you progressing with your application.

Training - Optional

If you have any of the following qualifications and would like them to be added on your SJIB Grade (ECS) Card, please attach/include copies of the certificate(s) with your application.

- Scottish Building Standards
- CompEx (Ex01-Ex11)
- CompEx (Ex12-Ex12 A&B) (Only from 2013 onwards)
- CompEx (Ex 14)
- ECITB's Diploma in Installing Engineering Construction Plant & Systems Small Bore Tubing Assemblies
- ECITB Technical Tests TSBT (01-04)
- SQA [SELECT] Customised Award in Requirements for Electrical Installations
- SQA [SELECT] Customised Award in Initial Verification
- SQA [SELECT] Customised Award in Inspection and Testing, including Periodic Inspection
- SQA [SELECT] Tailored Award in Design and Verification of Electrical Installations
- City and Guilds Requirements for Electrical Installations BS 7671 (2382)
- City and Guilds Initial Verification & Periodic Inspection & Testing BS 7671 (2391-52)
- City and Guilds Initial & Fundamental Inspection & Testing BS 7671 (2394)
- City and Guilds Periodic Inspection & Testing BS 7671 (2395)
- City and Guilds Design, Erection & Verification BS 7671 (2396)
- EAL Level 3 Requirements for Electrical Installation BS 7671 (601/5321/0)
- EAL Level 3 Periodic Inspection, Testing & Certification of Elect Installations (600/4338/6)
- EAL Level 3 Verification and Certification of Electrical Installations (600/4337/4)
- EAL Level 4 Design and Verification of Electrical Installations (601/8231/3)
- LCL Requirements for Electrical Installations BS 7671 (601/5665/X)
- LCL Initial Verification and Certification BS 7671 (601/5929/7)
- LCL Periodic Inspection, Conditioning Reporting and Certification BS 7671 (601/5903/3)
- LCL Initial Verification, Periodic Insp & Test, Condition Report & Cert BS 7671 (601/5928/5)
- LCL Level 3 Award in the Requirements for Electrical Installations BS 7671:2018 (603/3132/x)
- BPEC Level 3 Award in the Requirements for Electrical Installations BS 7671 (603/3430/7)

Additional Responsibilities - Optional

Qualified Supervisor

Qualified Supervisor cards are not transferable to other companies and as such the company is responsible for paying the fee. If a Qualified Supervisor leaves the company he can request a replacement card which will state the original expiry date by completing a Replacement / Update application form.

Please enter the Certification Scheme provider you are registered with:

SELECT Qualified Supervisor

NICEIC Qualified Supervisor

Name of Organisation/ Company:

Company Address:

Failure to provide the company name and address will prevent the SJIB from verifying your Qualified Supervisor Status and your card will be issued without this information.

If you are not registered as the Qualified Supervisor with either SELECT or the NICEIC and everything else is in order the SJIB will process your application and your new card will make no reference to Qualified Supervisor.

IET Membership

Please enter your IET membership number:

Failure to provide your IET Membership Number will prevent the SJIB from verifying your IET Membership and your card will be issued without this information.

Important Information

The SJIB have seen a significant increase in the number of fraudulent certificates and cards and treat this matter very seriously.

In 2000 the SJIB National Board introduced the following rules:

- Any operative who submits forged certificates to the SJIB when applying for their card will have their existing card removed and no further applications will be considered for a period of 6 years, i.e. the lifetime of two cards.
- An operative who submits a false application may be denied a card for a period of 6 years.

These rules will be applied if, after a thorough investigation, an individual is found to be in breach of either rule.

Please send completed application form to:

The SJIB
The Walled Garden
Bush Estate
Midlothian, EH26 0SB

Email: grading@sjib.org.uk

Payment (fees are Non Refundable)

Please enclose payment of £36

Cheques should be made payable to the SJIB.
If you wish to make payment by card, please complete the attached SJIB Payment Request Form and submit with your application form.

Please tick if you require a receipt

Additional Information on grading can be obtained from www.sjib.org.uk or by calling 0131 445 9216
Monday – Thursday 8.30am-5.00pm and Friday 8.30am-2.30pm

Applications take two to three weeks to process



Payment Request Form

Please complete in BLOCK CAPITALS and return this Payment Request Form to the SJIB with all corresponding paperwork.

Full Name:	<input type="text"/>
National Insurance No.	<input type="text"/>
Payment For:	<input type="text"/>
(SJIB Grade (ECS) Card, ECS Health & Safety or Replacement Craftsman Certificate)	
Card Type:	<input type="text"/>
(Visa Debit, Credit, Mastercard, Maestro & Switch)	
Card Number:	<input type="text"/>
Valid From:	<input type="text"/>
Expiry Date:	<input type="text"/>
Security Code: (Last 3 digits on signature strip)	<input type="text"/>
Issue Number: (if applicable)	<input type="text"/>
Name on Card:	<input type="text"/>
Contact No:	<input type="text"/>
Billing Address:	<input type="text"/>
Amount Payable:	<input type="text" value="£"/>

SJIB use only

Authorisation Number:

Date: